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Approved For Release 2003/08/04 : CIA-RDP78-00699A000100030003-2

GENERAL SERVICES CAREER SERVICE REGULATION

NUMBER 20-15

August 1952

I. GENERAL

- A. There has been established in the Agency a Career Service Program. This program is concerned with the identification, development and use of those individuals who desire to render maximum service to the Agency.
- B. The program operates through the Agency Career Service Board and individual boards established in each major office. The Office of General Services therefore participates fully in this program and will exert every effort to carry out the Agency policies issued with respect to the program.

II. ESTABLISHMENT OF BOARD

- A. Effective immediately, there is established a General Services Career Board. The board shall consist of the following members:

Chairman - - - - - Chief, General Services (Executive Officer)  
Member - - - - - Chief, Real Estate & Construction  
Member - - - - - Chief, Printing & Reproduction  
Member - - - - - Chief, Records Management & Distribution  
Secretary (Non-voting) - - Administrative Officer

Three members shall constitute a quorum.

- B. Meetings of the Board shall usually be held on the last Friday of each month but may be changed at the discretion of the Board.

III. FUNCTIONS OF BOARD

The General Services Career Board shall:

- A. Serve as advisor to the Chief, General Services on all matters pertaining to the Career Service Program.
- B. Direct within General Services the application and functioning of the Career Service Program, including but not limited to:
1. Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.

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2. Sponsoring, developing and executing the Career Service Program of General Services, including an intra-Office rotation system and reporting periodically to the CIA Career Service Board.
3. Recommending cancellation or continuance of career development actions.
4. Participating in the development and execution of approved extra-Office rotation systems.
5. Submitting a semi-annual Personnel Evaluation Report to the Sponsoring Office on each rotation appointee from another Office.
6. Ensuring that the rotation appointees detailed by General Services to another Office are not overlooked for warranted promotion and ensuring that rotation appointees received by General Services are productive and their assignments commensurate with the purpose of the appointments.
7. Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".
8. Reviewing continuously the personnel intake of General Services, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.
- C. Supervise supporting groups or Boards as appropriate for handling specialized functions, assigning to them Office personnel as necessary.
- D. Reviewing Personnel Evaluation Reports and proposed development training.
- E. Review and recommend advancement and promotion plans for individuals; including, but not limited to:
  1. Special training courses within General Services

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2. Nominees for courses outside General Services.
3. Planned progression within General Services for the career development of key individuals.
4. Long-range planning to include rotation and training assignments outside General Services.
5. Reassignment and advancement involving more than one Division or Staff.
6. All General Services promotions into grade GS-12 and above.

Chief, General Services

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